

# STORAGE REQUEST

S/R Number \_\_\_\_\_

Date \_\_\_\_\_

Initiator (Owner) (1) _____		Phone (2) _____		Code (3) _____	
Name of Owning Organization (4) _____			Project Name (5) _____		
Tech Mgr (6) _____		PH # (7) _____		Property Cust. (8) _____	
				PH # _____	
Description of Item to be Stored					
Item Name (10) _____					
Description (11) _____					
_____					
_____					
Model No. (12) _____		Part No. (13) _____		Serial No. (14) _____	
				ECN (15) _____	
Owner's Control No. (16) _____			MFGR Name/ID No. (17) _____		
Other Bar Code/Property Nos. (18) _____ / _____ / _____					
Is this item a shipping container? (19) Yes <input type="checkbox"/> No <input type="checkbox"/> If so, is it empty? (20) Yes <input type="checkbox"/> No <input type="checkbox"/> Quantity (21) _____					
Is this item in a shipping container, system, or Rack? (22) Yes <input type="checkbox"/> No <input type="checkbox"/>					
Item size (24) Length (ft) _____		Width (ft) _____		Height (ft) _____	
				Item Weight (lbs) (25) _____	
Criticality Codes (26) _____		Condition Code (27) _____		Hazard Codes (28) _____	
Total Value (29) _____					
Environmental Requirements (30) _____					
Justification for Storage (31) Be concise but thorough.					
Date Storage Required (32) _____ Est. Date of Removal _____ Contact Name (34) _____					
Contact Phone No. (35) _____		Pickup Location Site: (36) _____		Bldg.: _____ Room: _____	
Packaging Requirements (37) _____					
Handling Requirements (38) _____					
Additional Requirements (39) _____					
If the item has a NEMS Tag, the 1602 is required with this form. If not, does the item need to be tagged? Yes <input type="checkbox"/> No <input type="checkbox"/> (40)					
The Originating Organization Will Provide Adequate Photographs of this Item Before Pickup.					
Required Signatures (43)			239 USE ONLY		
Initiator _____		Date _____		Storage Approval _____	
Flight Assurance Mgr. _____		Date _____		Assigned Location _____	
Branch Head _____		Date _____		Date Trans. Notified _____	
Property Custodian _____		Date _____		Inception Date _____	
234 Storage Mgr. _____		Date _____		Storage Size L X W X H	
				Storage Weight _____	

## Instructions For Completing Storage Request (GSFC 20-16)

All items going into storage require a GSFC 20-16, Storage Request. If the item is a shipping container, rack, or system, an inventory sheet that includes fields (10), (12) through (18), (24) through (27), and (29) below for each item must accompany the Storage Request. All entries should be printed or typed. Each blank or question has a number that corresponds to instructions below.

- (1) Name of Initiator. Must belong to the organization that owns the item.
- (2) Phone number of the initiator.
- (3) Organizational Code of the initiator.
- (4) Name of the owning organization.
- (5) Acronym for the project for which the equipment will be used.
- (6) Name of the person with technical responsibility/knowledge for the item.
- (7) Phone number of the person named in (6).
- (8) Name of the owning organization's Property Custodian.
- (9) Phone number of the owning organization's Property Administrator.
- (10) Item name. Should be limited to 60 characters in Length, and should be worded and arranged to be quickly retrievable by computer search. For example, a solar array simulator rack would be entered as "Rack, Solar Array Sim".
- (11) Provide a narrative description of the item in terms of its use, etc.
- (12) Provide the Model Number of the item.
- (13) Provide the Part Number of the item.
- (14) Provide the Serial Number of the item.
- (15) Provide the NASA Number of the item from its NEMS tag. If there is no NEMS tag, the Property Administrator will review the requirement for tagging (see item 40).
- (16) Provide the owning organization's property control number, if used.
- (17) Provide the manufacturer's identification code number. The property administrator may provide this.
- (18) If there are other bar code numbers that appear on the item, and if the initiator wants to track these in the data base, provide these numbers in these three blanks.
- (19) Indicate Y (yes) or N (no) if the item to be stored is a shipping container.
- (20) Indicate Y (yes) if the item is an empty shipping container. If it is a shipping container and it is not empty, indicate N (no), and provide a list of the container's contents.
- (21) Indicate the quantity of items, if the item is being stored as a group of items in a box or on a skid, and the initiator desires that the system track the remaining quantity in storage.
- (22) If the item is accountable and it is part of an electronics rack or system, or it is stored in a shipping container, indicate Y (yes); if not, indicate N (no).
- (24) Provide the length, width, and height and units of measure. The metric system will be used for tracking storage sizes and volumes, and the system will convert English units into metric units.
- (25) If available, provide the weight of the item, less its container. Otherwise, leave blank.
- (26) Provide the Criticality Code from the table below. Enter all that apply:
 

(B) Black Box Items	(H) Handling/Support Equipment
(C) Critical GSE	(N) Non-Critical
(F1) Space Flight Equipment	(S) Standby Replacement Parts
(F2) Space Flight Equipment downgraded to non-flight status	
- (27) Provide the Condition Code:
 

(1) Unused - good	(6) Used - poor
(2) Unused - fair	(7) Repairs required - good
(3) Unused - poor	(8) Repairs Required - fair
(4) Used - good	(9) Repairs required - poor
(5) Used - fair	NOTE: Codes 3, 6, and 9 may not be accepted for storage.
- (28) Provide the hazardous classification code from the table below. Enter all that apply:
 

(N) Non-Hazardous	(F) Flammable
(R) Radioactive	(G) Compressed Gas
(X) Explosive	(O) Other
(C) Corrosive	
- (29) Provide the cost of the item. If the actual cost is not known, put an "E"
- (30) Describe, in detail, the environmental requirements for storage of this item, particularly with respect to temperature, cleanliness, and static sensitivity, etc.
- (31) Provide a clear and concise justification for placing the item into storage, e.g., a shipping container that will be used in 7 months or a handling device needed 18 months later.
- (32) Provide the date the item will be available for storage.
- (33) Provide the month and year the item is expected to be removed from storage.
- (34) Provide the name of the person who will be the point of contact for Transportation pick up.
- (35) Provide the phone number of the person identified in (34).
- (36) Provide the pick up location, e.g., site, building and room number, etc.
- (37) Describe, in detail, any specialized packing or preservation requirements.
- (38) Describe, in detail, any special handling requirements.
- (39) Provide any additional comments relevant to this item, e.g., must be picked up by a certain time, or certain precautions which must be observed in handling, etc.
- (40) Property Custodians: determine if the item should be tagged, and signify here.
- (43) The Initiator is required to obtain these signatures. The Flight Assurance Manager's signature is only required for F1 or F2 Flight equipment. All other signatures are required before submission to the Storage Manager.